

FORM I

(See rule 26)

FORM OF APPLICATION FOR CONVERSION OF AN ADVANCE INTO A  
NON-REFUNDABLE WITHDRAWAL

1. Name of the subscriber :
2. Designation and Office to which attached :
3. Pay and Permanent Employee Number (PEN) :
4. Name of the Provident Fund and  
Account Number :
5. Balance at credit on the date of application :
6. Balance outstanding to be converted in to a  
non-refundable withdrawal :
7. (a) Purpose for which advance taken :  
(b) Date of payment of advance :  
(c) Amount of advance sanctioned :
8. Particulars of communication under which  
Advance was sanctioned :
9. Whether any advance or non-refundable  
withdrawal has been drawn previously for  
the purpose mentioned above, If so,  
particulars thereof :
10. (a) Total service, including broken periods,  
if any, on the date of this application :  
(b) period of service left on the date of  
application for attaining the age of  
superannuation :  
(c) The date of superannuation :

Place:

Date:

Signature of the applicant

Dated:

The above have been verified and found correct.

Signature and Designation of Recommending Authority

ORDER

No.

Dated:

Sanction is hereby conveyed/is accorded under Rule 26 of the General Provident Fund (Kerala) rules for the conversion into non-refundable withdrawal of an amount of `.....(Rupees .....) being the outstanding balance out of the GPF advance of `.....sanctioned on ..... (20.....) .....and drawn in Bill No.....of.....for the (purpose).....to Shri/Smt. Kumari.....of the Office of ..... (GPF Account No.....)

(Office Seal)

Signature.....

Designation.....

Dated:

*Copy forwarded to:*

- (i) The Accountant General, Kerala, Thiruvananthapuram.
- (ii) The District Treasury/Sub Treasury Officer
- (iii)The.....
- (iv).....

Signature.....

Designation.....



**B. Details of DA Credited to GPF since Last Credit Card**

Sl. No.	No. and Date of G.O as per which the DA arrears was credited to PF	Period to which arrears relate	Amount credited to GPF`	Date of encashment of the bill	Gross amount of the bill`	Net amount of the bill`	Name of Treasury
1	2	3	4	5	6	7	8

**C. Details of withdrawals made after the Last Credit Card**

No. and date of sanction	Date of drawal	Amount`	Name of Treasury	Nature of advance TA or NRW	Purpose
1	2	3	4	5	6
Total					

If there is no withdrawal since the Last Credit that fact should be specifically stated in the proforma.

**D. Abstract**

1. Total amount at credit as per last credit card for the year 20.....`
2. Total amount credited to PF account after last credit card`  
(Total of A&B above)

3. Grand Total (items 1+2 above) `
4. Total amount of advance drawn after the issuance of the last Credit card (Vide details furnished under C above). `
5. Total amount of DA arrears and Pay Revision arrears if any not due for withdrawal as per existing Government Orders `
6. Grand total (item 4+5) above `
7. Net balance at credit of the subscriber (3-6) on the date of application `

Certified that the particulars furnished above have been verified with reference to pay abstract, acquittance roll, PF Pass Book and other connected records and found correct.

*Signature of Drawing and Disbursing  
Officer/Signature of subscriber in  
the case of Gazetted Officer*

Place:

Name:

Date:

Designation:

**DECLARATION**

I .....

.....

has applied for a conversion of Non-refundable Advance of Rs.....

.....

and the same has been sanctioned by.....

.....

I hereby declare that I clearly understand that the payment is strictly provisional and is subject revisions when any discrepancy in my GPF account is detected at a later stage. I further declare that if upon such revision the provisional payment made to me is found in excess of the amount actually admissible, I will refund the excess payment in lump failing which I agree that the amount may be recovered from me under the provisions of the Revenue recovery Act.

Signature of the Applicant

Name :

Designation :

Station :

Date :